

John Smith

Administrative Pastor

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New York, NY

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Summary

Results-driven Administrative Pastor with 8+ years of experience in church administration, strategic planning, and team leadership. Proven track record of increasing church attendance by 25% and improving financial stability by 30%. Skilled in budgeting, staff management, and community outreach.

Experience

Administrative Pastor

New Life Church, New York, NY, Jan 2018 - Present

Provided administrative leadership to a team of 10 staff members, ensuring effective implementation of church programs and events. Developed and managed a \$500,000 budget, resulting in a 20% increase in revenue. Collaborated with the Senior Pastor to create and implement a strategic plan, leading to a 25% increase in church attendance.

- Managed daily church operations, including facilities management and IT support
- Coordinated community outreach programs, resulting in a 30% increase in volunteer participation
- Developed and implemented a comprehensive marketing strategy, increasing social media engagement by 50%
- Provided pastoral care and counseling to church members, with a 95% satisfaction rate

Associate Pastor

Grace Church, Los Angeles, CA, Jun 2015 - Dec 2017

Assisted the Senior Pastor in developing and implementing church programs, resulting in a 15% increase in attendance. Managed a team of 5 volunteers, providing training and support to ensure effective execution of events and activities.

- Coordinated worship services, including music, media, and logistics
- Developed and taught Bible studies and small groups, with a 90% participation rate
- Assisted in planning and executing church-wide events, including conferences and retreats
- Provided pastoral care and counseling to church members, with an 90% satisfaction rate

Education

Master of Divinity

Fuller Theological Seminary, Pasadena, CA, Jun 2015

Skills

Budgeting and Financial Management

Staff Management and Leadership

Community Outreach and Engagement

Marketing and Social Media

Pastoral Care and Counseling

Strategic Planning and Implementation

Facilities Management and Maintenance

IT Support and Troubleshooting

Languages

English, Native

Spanish, Intermediate

Certificates

Church Administration Certificate

National Association of Church Business Administration

Jan 2018

Completed a comprehensive certificate program in church administration, covering topics such as budgeting, staffing, and facilities management.

Awards

Theology, 3.5

Bachelor of Arts

University of California, Los Angeles, Los Angeles, CA, Jun 2010

Psychology, 3.2

Outstanding Church Administrator Award

National Association of Church Business Administration

Jun 2020

Received an award for outstanding contributions to church administration, recognizing excellence in leadership, management, and community outreach.

Hobbies

Reading

Hiking

Volunteering